

FOLK & TRADITIONAL ARTS MINI-GRANT PROGRAM

D.C. Commission on the Arts & Humanities

✓ **Deadlines**

- Thursday, May 2, 2002
- Thursday, September 5, 2002
- Thursday, January 9, 2003
- Thursday, April 3, 2003

All applications must be received at the Commission office by 6:00 p.m.

✓ **Folk & Traditional Arts Mini-Grant Program Workshops**

Assistance in preparing applications is available through workshops held on:

- Thursday, April 18, 2002 at 6:00 - 7:30 pm
- Thursday, August 22, 2002 at 6:00 - 7:30 pm
- Thursday, December 19, 2002 at 6:00 - 7:30 pm
- Thursday, April 20, 2003 at 6:00 - 7:30 pm

All FTA workshops are held at the D.C. Commission on the Arts and Humanities' office at 410 8th Street, NW, Fifth Floor, Washington, D.C.



APPLICATION GUIDELINES FOR INDIVIDUALS AND ORGANIZATIONS FY 2003

D.C. Commission on the
Arts & Humanities
410 Eighth Street, NW
Fifth Floor
Washington, DC 20004

(202) 724-5613
(202) 727-4135 FAX
(202) 727-3148 TDD
<http://dcarts.dc.gov>

Anthony Gittens,
Executive Director

Government of the
District of Columbia



Anthony A. Williams, Mayor

About the Commission

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives, who make recommendations to the Commission on grant awards. The Commission is composed of eighteen private citizens appointed by the Mayor who serve as the volunteer governing body and is the final funding authority for the agency.

About the Folk & Traditional Arts Mini-Grant Program (FTA)

Folk Arts are traditional cultural expressions through which a group maintains and passes on its shared way of life. Folk Arts are usually learned informally through performance, by example, or in oral traditions among families, friends, neighbors and co-workers rather than through formal education. Never static, Folk Arts change, as they are adapted to new circumstances while they maintain their traditional qualities. Traditional Folk Arts are practiced by ethnic, regional, occupational and religious groups as well as other kinds of communities with a common identity. They include: performing traditions in music, dance, and drama; traditional storytelling and other verbal arts; festivals; traditional crafts, visual arts, architecture, the adornment and transformation of the built environment, and other kinds of material folk culture.

The Folk & Traditional Arts Mini Grant offers quick response small-scaled grants up to \$500 to artists and arts organizations practicing or supporting folk traditions. The Folk Arts Program supports projects that are developed in close consultation and collaboration with the communities whose traditions are to be presented. Individuals and organizations are encouraged to use folklorists, ethnomusicologists or other specialists for documentation, program development, interpretation of presentations and program production.

Projects supported by the Folk Arts Program must include interpretive components designed to aid audiences in appreciating a tradition's meaning, artistic significance, and its social, cultural and historical contexts.

Accessibility Services

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger Hickman, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

Proveemos asistencia en ESPAÑOL con previo aviso.

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.



Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin, Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.

Eligibility

Individual artists must be residents of the District of Columbia and arts organizations must maintain their principal place of business in Washington, D.C. at the time of the application. Additionally, grantees must remain in the District of Columbia for the entire grant period.

Evaluation Criteria

The FTA Program application process is competitive and subject to the availability of funds. Funds awarded must be spent within the authorized grant period, unless otherwise approved by the Grants Officer. Applications are reviewed on the basis of artistic merit, appropriateness and feasibility of the request. In addition, applicants will be reviewed on the following criteria:

- Artistic Merit
- Mastery of traditions by folk artists and the quality of their work
- Involvement of qualified personnel to provide appropriate cultural expertise and technical skills
- Collaboration with, and support by, communities whose traditions are represented in a project
- Effectiveness of audience development plans
- Plans for placing materials collected for documentation purposes in a locally accessible archive
- The protection of the rights of folk artists and the assurance of adequate compensation

Grant Amounts / Notification

Projects may be awarded up to \$500. There is no matching fund requirement. Applicants are notified in writing of the status of their application within six weeks of the application deadline. The Commission reserves the right to rescind all grant awards for non-compliance with grant guidelines, policies and regulations. Fund must be spent within fiscal year 2003, which ends on September 30, 2003. Upon completion of the grant period, applicants will be required to complete final reports documenting project activities.

Work Sample Submission Requirements by Discipline

- **VISUAL ARTS AND CRAFTS:** Submit 10 slides of at least five different works. Include 4 copies of a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work.
- **DANCE:** Up to two videotapes of performances.
- **INTERDISCIPLINARY/PERFORMANCE ART:** Up to 10 slides with 4 copies of a slide identification sheet, or two audio/video tapes, or a combination of items, demonstrating the integration of disciplines in your work.
- **LITERATURE:** 4 copies of five works. If submitting excerpts, provide synopsis.
- **MEDIA (FILM/VIDEO/RADIO):** Up to two audio/video tapes of completed work or work-in-progress, and 4 copies of a one-page treatment of each work.
- **MULTIDISCIPLINARY:** Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- **MUSIC:** Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets.
- **THEATER:** Samples that could include video tape of contrasting monologues -OR- 10 slides of productions with 4 copies of slide identification sheet -OR- audio tape of sound design -OR- 4 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 13 copies of a play and a one-page synopsis.



FOLK & TRADITIONAL ARTS MINI-GRANTS

✓ **SUBMIT:** ONE ORIGINAL PACKET (the signed application form and its attachments) and **4 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. Please type.

APPLICATION DEADLINES:
Thursday, May 2, 2002
Thursday, September 5, 2002
Thursday, January 9, 2003
Thursday, April 3, 2003

Artistic Disciplines: (*check one*)

- ☐ Crafts ☐ Dance ☐ Literature ☐ Media ☐ Visual Arts
☐ Theater ☐ Music ☐ Interdisciplinary/Performance Art
☐ Multidisciplinary

Amount Requested \$ _____ (*may not exceed \$500*) Ward _____

Legal Name of Individual or Organization _____

Applicant's Professional Name (if different then legal name) _____

Address (P.O. Box not accepted) _____ Washington, D.C. Zip _____

Telephone _____ Fax _____ E-mail _____

Have you ever received a grant from the Commission before? _____ If yes, please list _____

Please list one-of-a-kind support materials submitted (Applicants must make arrangements with Commission staff to pick up support materials once they have been notified of the status of their application. Applicants should include a self-addressed stamped envelope if they wish to receive their work samples via mail).

➤ ORGANIZATIONS ONLY

Executive Director _____ Telephone _____

Authorizing Official _____ Telephone _____

Full Time Personnel _____ # Part Time Personnel _____

	Most Recently Completed Year	Budgeted for Current Year	Estimated for Next Year
Total Expenses	_____	_____	_____
Total Income	_____	_____	_____

➤ INDIVIDUALS ONLY

Social Security Number _____

PLEASE ATTACH THE FOLLOWING TO THE APPLICATION FORM

Collate in exact order. Use 8 1/2" x 11" sheets.

- Project description- up to one page;
- Mission statement (organizations) or artistic statement (individuals)- up to one page;
- Artistic resumé(s) of key personnel involved in the project- up to two pages each;
- Complete project budget (fill form on page 4) and a budget narrative (up to one page) explaining all items, income and expenses;
- Cost estimates (commercial invoices and/or price quotes on business letterhead);
- Accessibility plan (organizations only) describing organization's accessibility services and how the proposed project will be made accessible for participants with disabilities. Refer to page 9 of the Guide to Grants for more information. Use up to one page;
- No more than four items of additional material, e.g., reviews, letters of support, programs, brochures, etc.;
- A brief description of the work sample submitted (treatment, synopsis, slide identification sheet, etc).

ALSO PROVIDE ONE COPY OF THE FOLLOWING ATTACHED TO THE TOP (ORIGINAL) PACKET

- Work sample materials as described on page 2.

I hereby certify that this application, its attachments and all other information submitted are true and correct to the best of my knowledge.

Signature _____ Date _____

FOLK & TRADITIONAL ARTS MINI-GRANT

Project Budget Form

PROJECT EXPENSES

PROJECT INCOME

1. PERSONNEL

- a. Administrative _____
- b. Artistic _____
- c. Technical/Production _____

8. EARNED INCOME

- a. Admissions _____
- b. Other Earned Income _____
- c. Applicant Cash _____

2. OUTSIDE FEES & SERVICES

- a. Administrative _____
- b. Artistic _____
- c. Technical/Production _____

9. CONTRIBUTED INCOME

- a. Corporate Support _____
- b. Foundation Support _____
- c. Other Private Support _____

3. SPACE RENTAL _____

10. GOVERNMENT SUPPORT

- a. Federal _____
- b. Local _____

4. TRAVEL

- a. Transportation _____
- b. Per Diem _____

11. TOTAL PROJECT INCOME _____

(add lines 8-11)

5. MARKETING/PROMOTION

- a. Printing _____
- b. Advertising _____

12. GRANT AMOUNT _____

REQUESTED

May not exceed \$500

6. REMAINING OPERATING EXPENSES

- a. Postage _____
- b. Telephone _____
- c. Other (itemize) _____
- d. Equipment* _____

7. TOTAL CASH EXPENSES _____

(add lines 1-6)

14. TOTAL PROJECT INCOME _____

(add lines 11-12) *must match amount on line 7*

***Note: Use of grant funds to purchase equipment of \$500 or more per unit, with life expectancy of more than two years is not allowable.**